



DR. BHAI DAJI LAD
MUMBAI CITY MUSEUM

Enrolment Form 2019

Part I Course Application Details

Course No. 008

Course Title Modern and Contemporary Indian Art and Curatorial Studies

Mode of Study Full Time or Audit 5 10 20

Course Fees 75000/- (Rupees Seventy Five Thousand Only)

Please affix a recent
colour photo of the
applicant

Part II Personal Information

Title : Mr. Mrs. Ms. Dr. Other

Family Name :

Given Name :

Gender : Male Female

Nationality : Date of Birth : D D M M Y Y

Mobile No. :

Correspondence Address :

Email Address :

Home Telephone :

Office Telephone :

Emergency Contact Person:

In case of emergency, we may need to contact your family or friend. Please suggest 2 names and contact details

Contact Person 1 : _____ Phone : _____

Contact Person 2 : _____ Phone : _____

Part III Education Qualifications

Please state qualifications relevant to the program/course entry requirements you are applying for. Please attach proof of qualifications specified in the requirements of the individual program/course.

Examination / Awarding Institution	Subject / Degree	Grade	Year

Part IV Employment

Current Employer's Name : _____

Designation : _____

Organization : _____

Current Office Address : _____

Job Profile : _____

Previous Employment Details:

Organization	Designation	Duration	Year

Job Profile : _____

Part V Other Relevant Information

Equal Opportunities for Learning at the Museum

It is the Museum policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the Museum Personnel may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we may help you.

Special Assistance Required : Yes No

Notes:

1. Personal data provided in this form will be used for processing your application for admission, and for registration, academic, administrative, alumni management, research, statistical and marketing purposes. The data will be solely handled by the Bhau Daji Lad Museum staff but may be transferred to an authorized third party providing services to the Museum in relation to the above purposes and prescribed purposes as allowed by the Museum and the law from time to time. When the processing of all the applications of a particular program/course have been completed: (a) the application papers of unsuccessful candidates will be destroyed; and (b) the application papers of successful candidates will be handled by the Dr. Bhau Daji Lad Museum staff or by staff of an authorized third party providing services to the Museum. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
2. Applicants wishing to amend their personal data should submit written requests to the Museum Office / Course Coordinator.
3. The personal data that applicants supply such as email addresses may be used for communication, promotion of new programs and alumni contacts, but applicants always have the right to provide express consent on their choice of receiving marketing materials.
4. Applicants are requested to provide all the information requested in the application documents, where applicable, as otherwise the Museum may be unable to process and consider their applications. Upon enrolment, applicants will be required to submit a recent color photo for student identification purpose.
5. Please refer to the Course Prospectus for full details of enrolment procedures.
6. Museum policy is to send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone and the email address the applicant provides is accurate. Any change should be reported to the Museum Office/Course coordinator immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the program teams for separate arrangements.
7. Only Short-listed candidates will be called for interview. The decision of the Academic Council will be considered final.
8. On selection the candidate will deposit Rs.10,000/- within a week. The balance fees will have to be paid by 1 January 2019.

Notes to International Applicants

It is an applicant's responsibility to make appropriate visa arrangements before coming to Mumbai, India. Admission to the Museum academic program/course does not guarantee the issue of a student visa. A non-local applicant may apply for admission but they must also obtain a visa or a visa endorsement, where appropriate.

Declaration

- 1) I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- 2) I consent that if registered, I will conform to the Statutes, rules and regulations of the Museum.
- 3) I have read, understood and agreed to the contents of the Application Form and the Museum Regulations. I agree to abide by the rules.

Signature of Applicant

Date

Survey

To help us understand your needs, please answer the following questions. Please note that the information you provide may be used to assist the Museum's research in continuing education. This part of the form is optional.

Please tick the appropriate boxes:

1. Your highest education level achieved

- 1.01 Bachelor Degree
1.02 Postgraduate certificate / Postgraduate diploma
1.03 Master degree
1.04 Doctoral degree

2. What are the most important factors for your choosing the present course at the Museum?

- 2.01 Good reputation of the institution
2.02 High academic quality of the course
2.03 High quality of teaching staff
2.04 Convenient location of the Museum as a Learning centre
2.05 Reasonable course fees
2.06 Accredited Qualification awarded for completion of course
2.07 Others (Pl. Specify)
-

3. From what channel do you usually receive information about continuing education?

- 3.01 Electronic Media, eg. TV / Radio
3.02 Exhibitions
3.03 World Wide Web
3.04 Email
3.05 Newspapers and Magazines
3.06 Outdoor advertisements
3.07 Recruitment Newspapers
3.08 Others (Pl. Specify)
-

4. How did you learn about the present course? (You can choose MORE THAN ONE)

Museum Publication and Activities

- 4.01 Course Pamphlet / Flyer / Circular
4.02 Museum Newsletters
4.03 Museum Education courses Prospectus
4.04 Visit to the museum

World Wide Web

- 4.101 Museum website
4.102 Yahoo
4.103 Google
4.104 Facebook Social Networking site
4.105 Twitter Social Networking site
4.106 Other Website (Pl. Specify)

Email

- 4.201 From Museum
4.202 Forwarded from friends
4.203 From other information providers (Pl. Specify)
-

Magazines and Journals

- 4.301 Timeout Mumbai magazine
4.302 Art India magazine
4.303 Take on Art magazine
4.304 Hindustan Times newspaper
4.305 Times of India newspaper
4.306 DNA newspaper
4.307 Mint newspaper
4.308 Indian Express newspaper
4.309 Midday newspaper
4.310 Other (Pl. Specify)
-

Others (Pl. Specify)

4.401 _____

5. Profession (Pl. Specify) (You can STATE MORE THAN ONE)

6. Current Employment

Full-Time Employment : Part-time Employment :

7. What are your present areas of interest?

- 7.01 Social Sciences and Humanities
7.02 Contemporary Art
7.03 Art & Design
7.04 Urban Studies
7.05 Education
7.06 Architecture
7.07 Heritage
7.08 Conservation
7.09 Crafts
7.10 Communities
7.11 Film Studies
7.12 Performing Arts
7.13 Others (Pl. Specify)

8. Short Courses / Program subjects you would be interested in / register for:

8.01 Short Courses (2-6 months)

8.02 1 year programs

Thank you for taking the time to provide us with your valuable feedback. We will strive to create relevant education programming through your provided information and suggestions.

Part VI Rules and Regulations

a. Student Requirements

1. Payments and all formalities regarding enrollment procedure must be completed for the candidate to be accepted as a student of the course. Only once all procedures are completed, students can start attending the lectures. The Museum reserves the right to allow or disallow admission to the classes.
2. No refund will be provided by the Museum if the student decides to quit the course at any point after the enrolment.
3. Foreign students are required to secure a valid VISA and residence in Mumbai, to be accepted for the course. The Museum will be unable to aid with VISA application for foreign students.
4. Attendance and participation is mandatory for all sessions i.e. lectures, presentations and field trips to the museums, galleries, studios and other site visits. Students are expected to organise their own conveyance for field trips.
5. 75% attendance is compulsory to receive the diploma. Except under extenuating circumstances, and valid documentation/proof of such circumstances, students with less than 75% attendance in the First Semester will not be allowed to attend lectures during the Second Semester. Students failing to comply with the attendance policy during the Second Semester will not receive the Diploma.
6. If you are unable to attend a lecture, prior notice to the Course Coordinator is mandatory.
7. As part of the course, each student is required to submit the following:
 - a. 2 Semester Papers (1 at the end of each semester)
 - b. 2 Examinations (at the end of each semester)
 - c. 2 Portfolios (1 for each semester)
 - d. 2 In-Class Presentations (1 each semester), based on your research for the paper highlighting a particular aspect, followed by a Viva Voce (1 each semester)
 - e. Curatorial Project in semester 2
8. It is mandatory for students to be present for the written exam and for the presentation of research papers, on the given dates as per the schedule. Students who fail to comply with submissions or those who are absent for the examination or the presentation of the research paper, will forfeit their fees, not be allowed to attend further lectures and will not receive the Diploma.
9. Failure to submit hard copies of term assignments on the due date will result in grade deduction.
10. Plagiarism or the unacknowledged copying of others work will result in penalties.
11. Students are advised to read the assigned text before attending the class. Access to a special Google group will be provided for all the full-time students.
13. Students will be permitted to use Laptops and tablets/i-pads during the course sessions. Students are not permitted to use mobile phones while the class is in session and all devices need to be switched off. During examinations mobile phones will not be allowed in the classroom. Failure to comply will affect the student's final grade and could result in expulsion or denial of diploma.
14. In the event that the Museum is unable to complete the PG Diploma Course, for any reason, the Museum will refund the percentage of the fees paid by the students that equals the percentage of the remaining course. That is, if 20% of the course is remaining, then 20% of the total fees would be refunded to the students.

b. Portfolio

All students of Modern & Contemporary Indian Art & Curatorial Studies need to submit a portfolio for Term 1 and Term 2 respectively. A portfolio is a written account by the student based on the articles, reviews, short films, videos, visual material and exhibitions they refer in their academic endeavour. It is a must that the portfolio submitted should reflect the student's understanding of theory and their engagement with the modern and contemporary art scene.

c. Research Paper

All students of Modern & Contemporary Indian Art & Curatorial Studies are required to submit a Research Paper for Term 1 and Term 2 respectively. Students can choose to write the paper based on the topics discussed by the faculty during the Term. Faculty may be approached for guidance on their topics. Students are expected to prepare a working bibliography before getting an essay topic approved by the concerned faculty. The term papers should be 3000 words each and must include an abstract, research methodology and an annotated bibliography.

d. Written Exam

All students of Modern & Contemporary Indian Art & Curatorial Studies are required to appear for an open book written exam for Term 1 and Term 2 respectively. Questions will be based on the topics discussed by the faculty during the Term. Students are allowed to bring in notes, books and reference material for the exam. Digital readings can be brought in on their electronic reading devices. No internet access will be allowed during the exam. Students are not allowed to answer their exams online.

e. Curatorial Project

All students of Modern & Contemporary Indian Art & Curatorial Studies are required to submit a curatorial project during Term 2 as briefed by the faculty undertaking the curatorial modules.

f. Course Format

1. The course will contain approximately 40-42 modules.
2. The duration of each lecture will range between 2-2.5 hours.
3. Special modules conducted would be customized differently according to the scope of their subject matter and requirements. Students will be given advance notice and we will try to accommodate preferences for scheduling as far as possible.
4. The course would be both teacher-led and student-centered.
5. Additional seminars may be conducted during the term. Students are encouraged to participate in these.
6. Reading lists will be provided at the start of each week.
7. Sunday morning sessions will constitute an interactive round table discussion forum, where students are required to do prior readings around the topic. Students are expected to prepare and participate. This may involve a discussion, identification of images or a debate.

g. Library Usage Guidelines

1. Library Timings are Monday to Friday between 2:00 pm and 6:00 pm. Library Timings for reference purposes are 10.30 am to 5.30 pm on all weekdays except Wednesday when the Museum is closed.
2. There will be INR 3000 library deposit, refundable at the end of the year. The students are required to submit the cheque only in favoring 'Dr. Bhau Daji Lad Museum Trust'. The deposited amount is to be collected from the Museum latest at end March, of the following year. If students fail to claim the deposit in the given timeline, the money would be considered as donation to the Museum.
3. The Museum shall acquire books, journals and other course related reading materials based on requirements and suggestions provided by the Academic Council and Teaching Faculty.
4. Certain course reading materials will be provided to the students as photocopies, hardcopies or softcopies on payment.
5. Please refrain from bringing food and drinks into the Museum. Water, tea and coffee will be provided in the Education Centre.
6. Please respect and conform to the rules of the Museum.
7. Photocopy charges for the students will be Rs.1/- per page for black and white photocopy and Rs.10/- per page for color photocopy. Payment must be made in advance in cash only. Requests for photocopies will be accepted through the Google group in writing or via the form available with the Librarian. No requests will be entertained once the photocopies have been made. Kindly note that this assignment could be undertaken by local vendors in a few cases. Photocopy charges will be informed in advance and the bill will be provided from the Museum's team in such cases.
8. Students are requested to handle Library books with care. Dog-earring pages, highlighting, writing on books, defacing pages or any physical damage to books might result in monetary penalties, while repeated violation would result in expulsion from the Course.

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- 1) I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
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Signature of Applicant

Date